

## Table of Contents

Agenda . . . . .	2
NB 1. Utility Users Tax Review.	
Agenda Report . . . . .	4
NB 2. Review of Boards and Commissions.	
Agenda Report . . . . .	8



**STUDY SESSION AGENDA**  
234 N. Second Avenue, Covina, California  
Covina Library Community Room  
**Tuesday, January 19, 2016**

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA  
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING  
AUTHORITY/COVINA HOUSING AUTHORITY/  
FINANCE ADVISORY COMMITTEE  
JOINT MEETING—STUDY SESSION  
5:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Council/Agency/Authority Members: Walter Allen III, Peggy A. Delach, Jorge Marquez, Mayor Pro Tem/Vice-Chair Kevin Stapleton and Mayor/Chair John C. King

**PUBLIC COMMENTS**

*To address the Council/Agency/Authority please complete a yellow speaker request card and give it to the City Clerk/Agency/Authority Secretary. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each.*

**COUNCIL/AGENCY/AUTHORITY COMMENTS**

*Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.*

**CITY MANAGER COMMENTS**

**NEW BUSINESS**

**NB 1. Utility Users Tax Review.**

*Report: [Agenda Report](#)*

Staff Recommendation:

Review and discuss the existing Utility Users Tax and provide direction as needed.

## **NB 2. Review of Boards and Commissions.**

*Report:* [Agenda Report](#)

Staff Recommendation:

Review and discuss the existing City codes, bylaws, and practices related to advisory bodies, explore opportunities to increase involvement, and provide direction to staff.

## **ADJOURNMENT**

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, January 19, 2016, at 7:00 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

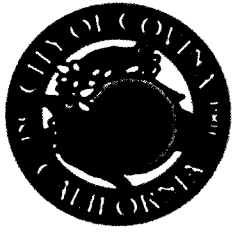
Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.

**MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

The Covina City Clerk's Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, January 19, 2016, meeting was posted on January 14, 2016, on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; 2) the Covina Public Library, 234 N. Second Avenue, Covina; and 3) the Joslyn Center, 815 N. Barranca Avenue, Covina.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.



# CITY OF COVINA

## JOINT STUDY SESSION

## REPORT

**MEETING DATE:** January 19, 2016

**TITLE:** Utility Users Tax Review

**PRESENTED BY:** Andrea M. Miller, City Manager  
John Michicoff, Interim Finance Director  
Angel Carrillo, Assistant to the City Manager

**RECOMMENDATION:** Review and discuss the existing Utility Users Tax and provide direction as needed.

### BACKGROUND:

On December 15, 2015, the City Council held a joint study session with the Finance Advisory Committee (FAC). During that meeting, Council and FAC discussed several aspects of the existing Utility Users Tax (UUT) that will sunset on March 16, 2019, and generates \$5.2 million annually, which equates to 16% of the City's General Fund revenues. Direction was given to the FAC to meet and discuss various revenue enhancement alternatives in addition to the UUT and provide recommendations to the City Council.

On December 21, 2015, the FAC met and discussed further the potential impact on the General Fund and loss of service should the City lose \$5.2 million in revenue annually. The FAC also discussed the following:

- Utility Users Tax extension
- Sales Tax Increase
- Parcel Taxes
- County Fire District Participation

After much discussion, the Committee felt that increasing the Sales Tax or adding Parcel Tax at this time would not be supported in the community. Although the FAC agreed that joining the County Fire District would ultimately maintain the high level of fire and safety services provided by the County of Los Angeles, it was understood that this is a long endeavor requiring significant lobbying for support at the County, State and local levels and would potentially result in a reduction in the City's property tax revenues. Therefore, reliance on this would not have the immediate nor long-term fiscal impact needed.

The FAC unanimously agreed to recommend to the City Council that an effort be made to extend the UUT and consider modernizing the measure.

## **DISCUSSION:**

The City has had a UUT in place since 1992. Over the years, there have been changes to the ordinance including rate increases, rate decreases, extensions, amendments and a sunset. In 1999, in accordance with Proposition 218, voters approved extending the tax for ten years. In 2004, Ordinance No. 04-1899 was adopted and amended Chapter 3.14 of the Covina Municipal Code (CMC) to clear up ambiguous language and clarify the existing regulations with respect to imposition and collection of the UUT. In 2008, voters again approved an extension of the UUT setting a new sunset date in March 2019.

Ordinance 92-1780 adopted in 1992 implemented a UUT on telephone, electricity, natural gas and water services. Over the years as technology evolved the language in the ordinance became ambiguous and tax payers requested clarification. In 2004, in an effort to clear up any ambiguity, the Council adopted Ordinance No. 04-1899 which amended Chapter 3.14 of the CMC. The new ordinance retained the four categories of utilities earlier versions made subject to the tax – telephone, electricity, gas and water, and more clearly defined the telephone users tax. Services currently taxed are outlined below:

### Telephone UUT:

- Landlines
- Internet Protocol or VoIP, examples of such include telephone calls made through the internet by way of cable, cable modem, DSL, and fiber-optic (FIOS)
- Cellular Service
- Pre-paid Cellular

### Electricity UUT:

- Electricity used in residential and commercial uses. This utility is generally supplied by Southern California Edison.

### Gas UUT:

- Natural gas used in residential and commercial uses. This utility is generally supplied by the Southern California Gas Company.

### Water UUT:

- Water used in residential and commercial uses that was transported and delivered through a pipeline distribution system. Water is supplied by City of Covina Water, City of Azusa Light and Water, Golden State Water Company, Suburban Water Company, and Valencia Heights Water Company.

There are utility services that are not currently taxed pursuant to the provisions of the City's UUT. These services are addressed below.

- 1) Video service is a more modern term to describe what was previously referred to as cable tv. Video service can include items such as:
  - **Cable TV** which would generally be provided by Time Warner or Charter Communications.
  - Direct Broadcast Satellite which would include **Direct TV and Dish**.
  - IP-TV which are television services delivered through the internet and could be provided through FIOS or DSL.
- 2) Sewer and sanitation services.

In applying the UUT to services rendered, the FAC identified an inequity in application. As

noted above, the UUT excludes cable and dish-type TV. Although similar services are provided using other methods (FIOS, VoIP) the service user is receiving preferential treatment in that no UUT is applied for like kind services. The City may consider closing this gap and updating the UUT to include cable and direct broadcast services. By including these services, an estimated \$215,000 in UUT may be received annually.

In 2009, the City of Glendale voters approved an amendment to their existing UUT, specifically modernizing the definitions and application of the telecommunications and video service sections of the existing ordinance. The new ordinance provided the city with the ability to cast a broader net on more modern services as well worked to provide a fair tax. The ordinance allows the City to treat users of communications and video services in an equal and fair manner for receiving like services regardless of the technology or manner in which it was transmitted. This served to ensure that users of one technology did not bear a greater tax burden than users who may be receiving the same service via a new form of technology. In passing this ordinance, the City reduced the rate on the newly defined telecommunications and video services, but left the rate the same for the other utilities.

### Considerations

If the City Council were to pursue extending the UUT or changing the tax or rate, several things must take place. Pursuant to Proposition 218, the UUT must be placed on the ballot and obtain voter approval of 50% +1 for a general tax (which is the current nature of the UUT) or obtain 2/3rds voter approval if the funds were to be specifically earmarked for a service such as public safety. The process of placing an initiative on the ballot would take approximately six (6) months.

During this six (6) month process, the City Council would need to call for the tax measure at a regularly scheduled meeting with a 2/3rds vote of Council; the City Attorney must prepare an impartial analysis and primary argument for and against the measure; rebuttals for and against would need to be considered; the specific language of the ballot initiative must be prepared; and the various entities involved with processing voter ballots must be retained.

Typically, a group of individuals combine their efforts to inform the citizens of the purpose of the UUT and to address the concerns that will be raised during the timeframe the Council is addressing the issues outlined above. The “grass roots” group would also work to clarify any ambiguous information being distributed.

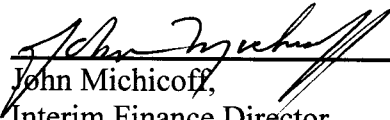
The City Council may also want to consider consolidating elections and place the UUT initiative on the ballot with the November 2016 general statewide election. If the Council were to approve this consolidation, a specific timeframe for that process would typically begin in May 2016. Alternatively, the Council may want to consider the March 2017 City election, and that process would typically begin in September 2016.

### **FISCAL IMPACT:**

In FY 2015-16, the City’s General Fund revenues are projected at \$33.3 million which includes \$10.1 million in Property Tax, \$8.8 million in Sales Tax, \$5.2 million in UUT, and \$2.3 million in Charges for Services. The loss of \$5.2 million in revenue would necessitate expenditure reductions resulting in cuts to programs and services.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**  
Not applicable.

Respectfully submitted,

  
\_\_\_\_\_  
John Michicoff,  
Interim Finance Director



# CITY OF COVINA

## STUDY SESSION REPORT

---

**MEETING DATE:** January 19, 2016

**TITLE:** City Council Advisory Bodies

**PRESENTED BY:** Andrea M. Miller, City Manager

**RECOMMENDATION:** Review and discuss the existing City codes, bylaws, and practices related to advisory bodies, explore opportunities to increase involvement, and provide direction to staff.

---

---

### BACKGROUND:

The City of Covina has a strong tradition of community participation, one of which is through service on a commission, committee or board. The Covina Municipal Code provides for the establishment of commissions, committees, and boards to advise the City Council and provide ongoing citizen input into policies and issues affecting the Covina community. Commissions, committees and boards advise the City Council, make recommendations related to specific policy-related issues and provide a forum and opportunity for broad community participation in the identification and prioritization of those issues.

There are currently ten commissions, committees and boards in the City of Covina. Of these, five meet regularly, and five have been suspended for various reasons including lack of participation, difficulty achieving a quorum, and lack of business items. With the exception of the Finance Advisory Committee and the Planning Commission, vacancies currently exist on all of the remaining groups. Also, several members are concurrently serving on more than one advisory body.

Pursuant to provisions of the City Code and bylaws, members serve on a volunteer basis for varying terms and are appointed by the City Council. General eligibility requirements include voter registration and residency. Special eligibility requirements vary. Attachment A is the 2016 Local Appointments List which summarizes the commissions, committees, and boards; the membership; term of office; meeting days and times; and general purpose.



## DISCUSSION:

Public involvement is crucial to the City's decision-making process, and appointed advisory bodies are an important and valued part of City government. There are particular areas of decision-making which benefit from the advice and counsel of qualified residents. By advising the City Council and staff, bringing new ideas to the table, and representing all of the diverse elements of our community, members of advisory bodies assist the City Council in making the best, most informed decisions possible, for the benefit of the entire Covina community. For these reasons, the City Council requested that staff review the existing advisory body system, including whether the structure meets the current needs, the general and specific areas of responsibility, eligibility requirements, appointment and removal process, and member training, development, and evaluation; and make recommendations that ensure the continued public involvement in the decision-making process by enhancing the experience and creating meaningful opportunities.

As part of this analysis, staff surveyed other cities to identify programs that have been successful in engaging the community and establishing a structure that provides meaningful and rewarding opportunities to serve. Additionally, staff reflected on comments from existing advisory body members suggesting the need for additional training, clarification regarding roles and areas of responsibility, expectations of members, and information related to procedural guidelines and legal requirements. Below are suggestions for discussion on ways to improve the existing advisory body system and increase participation and member satisfaction by formalizing the role, establishing clear expectations, ensuring members have the tools and resources to effectively carry out their responsibilities, receiving and providing feedback, and recognizing the valuable service being provided to the community.

### Commission, Committee and Board Structure and Organization

The City currently has ten commissions, committees and boards. As indicated previously, of these, five meet regularly, and five have been suspended for various reasons including lack of participation, difficulty achieving a quorum and lack of business items. With the exception of the Finance Advisory Committee and the Planning Commission, all of the groups have vacancies, and some members are concurrently serving on more than one advisory body.

In an effort to focus on the particular areas of decision-making where the advice and counsel of qualified residents is critical and facilitate active involvement, it is suggested that the area of responsibility of each of the advisory groups be revisited, the number of advisory groups be reduced and areas of responsibility consolidated, and a staff liaison consisting of a member of the City's executive team be assigned to each group.

It is proposed that the following advisory bodies be retained as either Commissions or Boards:

- Finance Advisory Commission
- Library Board of Trustees
- Parking Place Commission
- Planning Commission
- Traffic Advisory Commission

It is suggested that the Cultural Arts Advisory Commission, which was suspended, be restructured and renamed the Parks and Recreation Commission to provide greater opportunities for community input on park facilities and programming, recreation programs, and human and social services matters. It is also suggested that the group's role include addressing issues related to preservation of the City's history, and that the Historical Preservation Board, which has not met in several years, be eliminated as a separate group.

The Personnel Advisory Board was established pursuant to the Covina Municipal Code and the role of the Board is also addressed in the City's Personnel Rules. Any regular employee in the competitive service has the right to appeal to the Personnel Advisory Board any decision or action that results in discipline up to and including termination. The function of the Personnel Board is administrative in nature and any findings, recommendations, or decision(s) made by the Personnel Advisory Board are advisory to the City Manager. Pursuant to the Personnel Rules, the City Manager may affirm, revoke or modify the action taken as, in his/her judgment, seems warranted. The action taken by the City Manager is final.

There are advantages and disadvantages to having a Personnel Advisory Board. An advantage is that this process involves community members in a critical area of public government and provides an opportunity for citizens to make recommendations that affect the public employees who serve their community. Alternatively, this process can be timing consuming and expensive, resulting in delays in administering the discipline process and creating frustration on the part of employees and management. Other disadvantages are that it is often difficult to identify a sufficient number of qualified individuals who have the necessary background and time needed to effectively perform the duties of the position, including hearing potentially lengthy cases. Recent discussions with some of the City's labor groups indicate an interest in exploring alternatives to the Personnel Advisory Board process. Based on this, it is recommended that City staff identify alternatives, explore the potential for alternatives processes with the City's labor groups, and report to the City Council on the discussions and make a recommendation related to the Personnel Advisory Board at a later date. In the interim, there are actions pending with the Personnel Advisory Board, and it is recommended the City continue to utilize this process until an alternative process is approved.

Based on the changes in State law, it is recommended that the Board of Appeals be eliminated. The Board of Appeals was created in 1939 to adjudicate disputes related to building code requirements and/or interpretations. In 1939, the Building Official position did not exist in California. Currently, the State of California adopts a new set of California Building Codes which include plumbing, electrical, fire, etc. on a three-year cycle. Upon the approval by the State of new building codes, each jurisdiction in California is required to adopt the new code as their jurisdictional building code. State law provides guidance as to the modifications each jurisdiction may make to the State approved building codes. In addition, each jurisdiction in California is required to have a Building Official who is responsible for enforcing and interpreting the building code. The State of California becomes the de facto Building Official in jurisdictions that do not have a Building Official.

The Youth Accountability Board serves a valuable role in the City's efforts to reduce juvenile crime and delinquency and works directly with local youth and their parents, school officials, and representatives of the justice system to create opportunities to change behaviors. This program is sanctioned by the local courts. Because of the confidential nature of the information provided to the Board members, meetings and discussions are not held in a public setting. Since the Youth Accountability Board was established a number of years ago, there have been significant changes in youth diversion programs. It is recommended the Board continue its work, and the City staff will meet with local court officials to review the program and make recommendations to the City Council at a later date if needed.

Committees would be created by the City Council, as needed, to study specific issues or matters that are limited in scope. In this case, the length of the assignment would be shorter in duration than the standing, or ongoing, commissions and boards.

In terms of the procedural guidelines related to the conduct of meetings of the commissions and boards, it is recommended that each commission be scheduled to meet regularly on a day and at a time determined by the commission and approved by resolution of the City Council. A majority of the members of the commission shall constitute a quorum for the transaction of business. All meetings, including special meetings, shall be held in the manner provided for in the Ralph M. Brown Act, California Government Code § 54590, as it may be amended from time to time.

Each commission or board member, before discharging the duties of his/her office shall take and subscribe to an oath or affirmation and would be given the opportunity to receive a ceremonial Oath of Office at a regularly scheduled City Council meeting. Members would also be subject to conflict of interest provisions of the Political Reform Act and required to file Statements of Economic Interests.

At the first regular meeting in June and annually thereafter, or as needed to fill a vacancy, each commission shall elect a chair and vice-chair from among its members, of whom shall serve one-year terms. The staff liaison to each commission would serve as the secretary for the commission. Each commission shall have the power to adopt rules for the transaction of business and shall keep a record of resolutions, findings and determinations.

#### General and Specific Responsibilities

Citizen advisory commissions are charged with the following general responsibilities:

- Gather facts and serve in an advisory capacity to the City Council on matters within their area of responsibility.
- Focus attention on specific issues and problems within their scope of responsibility and recommend actions and alternatives for City Council consideration.
- Act as a channel of communication and information between City government and the general public.
- Facilitate reconciliation of contradictory viewpoints among interested parties and project direction toward achievement of citywide goals.
- Encourage broad citizen participation toward achieving city goals.
- Assist in balancing community desires with municipal responsibility and resources.

Each commission would also have specific assignments or areas of responsibility as established by resolution of the City Council. A general description of each proposed commission and board, including its area of responsibility, follows.

**Finance Advisory Commission** – Advises the City Council on finance-related policies and issues, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs.

**Library Board of Trustees** – Solicits the views of the community and advises the Director about the policies and operations of the Library. The Board may make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the Library under its management, and all property belonging thereto.

**Parking Place Commission** – Serves as an advisor and makes recommendations to the City Council in matters pertaining to acquiring, maintaining, operating and administering the off-street parking facilities for downtown Covina. The boundaries of Vehicle Parking District No. 1 are the purview of the Commission.

**Parks and Recreation Commission** – Advises the City Council on matters pertaining to the community service needs of the citizens of Covina relating to cultural and historical activities/programs and special events, facilities and park maintenance, public recreational services, senior services, and youth services,. The Commission will be expected to be visionaries, be open minded to meet the ever-changing interests of the diverse, multicultural community, be actively open to receive input from individuals and community organizations, and participate in the development of facilities, programs and services that accommodate the needs of the community.

**Planning Commission** – Conducts hearings related to variances, conditional use permits, and zoning regulations; reviews the General Plan; and conducts other studies as required or authorized.

**Traffic Advisory Commission** – Serves as an advisor and makes recommendations to the City Council in matters pertaining to the operation and management of the City's transportation system and provides a public forum for citizen input on the City's transportation system. Board may discuss, analyze, evaluate and make recommendations to the City Council on short and long-range measures to enhance the City's transportation system.

#### Eligibility Requirements

Cities generally establish eligibility requirements based on the work performed. General eligibility requirements include:

- Each candidate for appointment as a member of a commission or board must be a registered voter of the Covina who has resided within the corporate city limits or within territory annexed prior to the appointment, for at least twelve months preceding the appointment except in certain cases.

- Commission or board members would serve without compensation, unless provided for by resolution of the City Council.
- Members must not be employed by or hold any other position in the City government.
- Members must maintain the qualifications established while in office.
- No member of a commission or board may remain in his/her position after being elected or appointed to City office.

With respect to the Finance Advisory Commission, it is suggested that membership continue to be open to local business people and property owners.

The Council may also wish to limit the number of terms of office a member of a commission or board may serve. In some cities, members are limited to two or three consecutive full terms in office, and a person who has served the two or three consecutive full terms as a commission or board member may not again hold the same office until at least one term out of office has passed.

#### Appointment, Term of Office, and Removal

Appointment to a commission or board is an honor and a responsibility. It signifies the City Council's confidence in the member's wisdom and judgment and places upon the member the duty to prepare for and attend meetings and consistently work toward and vote in a manner that promotes the public interest. Members are not selected to represent a business, area of the community, school, or organization. Each member, and the commission or board, as a whole, is concerned with the general public good. Where personal interest conflicts with the general welfare of the public, the latter must prevail.

When a vacancy occurs, the City Clerk would advertise the vacancy and process applications. Applications would also be solicited throughout the year and retained on file for two years. Generally, the Mayor or a member of the City Council would submit the name of an applicant for nomination to the City Clerk for placement on the City Council agenda.

It is suggested that prior to appointment, prospective members be interviewed by the entire City Council at a Study Session meeting, pursuant to the Ralph M. Brown Act which requires that all discussions and deliberations by the City Council regarding appointments or confirmation of appointments are to take place in public at regular or special meetings of the City Council. If, following the interview, the Council wishes to proceed, the name would be included on the City Council agenda for appointment. At the City Council meeting, the City Councilmembers vote to approve or reject the nomination. Members would be appointed by the Mayor and City Council from the community at large.

#### Term of Office

Currently, some advisory body members serve for two or three years while other serve for four year terms. It is recommended that members serve for a term of four years with the terms expiring at the end of March. A member would be suggested for appointment by the Mayor or member of the City Council and appointed by a majority vote of the City Council following an interview. Members may be removed prior to the expiration of his or her term by a majority vote of the City Council, and such removal may be with or without cause. Terms expire at the end of March.

A Commissioner appointed to fill an unexpired term would be eligible to be reappointed to a full term. Appointments to each Commission are made during the month of March each year. Additional appointments may be made throughout the year if a vacancy arises. Upon completion of the term of office, the member would be recognized at a City Council meeting for his/her service to the community.

#### Attendance

Regular attendance at the commission or board meeting is critical. A quorum (or majority) of the members is necessary to conduct business and unexcused or repeated absences adversely affects the work of the Commission and inconveniences the other members. The commissions and boards need the benefit of every member's expertise and judgment in formulating recommendations to the City Council.

For any advisory body that meets regularly, three absences in any 12-month period shall result in the position being vacated, subject to City Council ratification.

Excused absences shall include illness or other medical reasons, work related conflicts and scheduled vacations when notice of the vacation is provided at least 30 days in advance. Notice shall be provided to the Chairperson or the staff person assigned to the commission. The Chairperson of the particular commission shall determine if the absence is excused. In the case of a Chairperson's absence, the Vice-Chair shall make the determination.

The staff liaison assigned to the Commission shall record the attendance of Commissioners in a uniform manner in the meeting meetings. If the attendance records indicate that any Commissioner has exceeded the number of unexcused absences, the staff liaison shall prepare a report to the City Council advising of the absences and recommending that the City Council ratify that the position has been vacated. The City Council, at a regular meeting, shall consider the recommendation and take whatever action the City Council deems appropriate. If the City Council ratifies that the position has been vacated due to unexcused absences, the staff person shall notify the Commissioner and the other members of the Council action.

#### Removal

A person appointed by the City Council to any Board, Commission or Committee (hereafter, "Commission") shall continue to serve as a member thereof except when:

1. The person's term of office expires and a different person has been appointed.
2. The person voluntarily resigns from the Commission.
3. The person has exceeded the maximum number of unexcused absences and the position has been vacated.
4. The person has been removed from office by the City Council.

A majority vote of the City Council may remove any member of a Commission for any reason including, but not limited to, conduct unbecoming a public official, violating the City's conflict of interest ordinance or failing to comply with statutory requirements such as the filing requirements under the Political Reform Act. Conduct unbecoming a public official includes the

kind of conduct that any reasonable commissioner would know is incompatible or inimical to public service, would indicate a lack of fitness to perform the functions of a Commissioner or would discredit or cause embarrassment to the City.

Any member of the City Council may initiate a person's removal from a Commission by requesting at a regular City Council meeting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. If there is Council majority support to place the item on an agenda, the item will be scheduled at a meeting date acceptable to a Council majority. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a Commission.

#### Member Training, Development, and Evaluation

It is recommended the City establish a formal Commissioner Orientation Program that would include the following components:

- Oath of Office – An Oath of Office would be administered at a City Council meeting. If the member is not available for the City Council meeting, the Oath would be administered by the City Clerk.
- Commissioner Handbook – The Commissioner Handbook would be prepared and address the following: (1) the Commission's formal role and relationship to the City Council, (2) the Commission's meeting procedures and typical interaction with staff and City Council, (3) the Brown Act, conflict of interest requirements, and ethics training requirements, (4) technical aspects of the Commission's jurisdiction, such as the types of issues that will be faced, and (5) key issues or projects that the Commission is or will be considering.
- The Commissioner would meet with key staff members, including the department head responsible for the Commission and the primary staff contact for the Commission, if other than the department head. The key staff members would review the Commissioner Handbook and address issues specific to the particular Commission.

In addition to the orientation, City staff shall identify training specific to the particular Commission. Funding for participation by the Commissioners in training sponsored by other agencies such as the League of California Cities and the Southern California Association of Governments will be proposed for inclusion in each fiscal year.

State law (commonly known as AB 1234) requires mandatory ethical training on all elected local officials and those Commissions eligible to receive a stipend or reimbursement. Each Commissioner must receive two hours training in ethics within the first year of his/her appointment and, thereafter, must receive two hours of ethics training every two years. The City will endeavor to provide this training live, and Commissioners are strongly encouraged to attend the live training in order to have interaction with, and to ask questions of, the presenter. The training may, however, also be taken online. Commissioners will be reminded of this requirement. Failure to meet this training requirement within the applicable time frame is cause for removal.

### Reporting to the City Council

In order for the City Council to oversee the progress, accomplishments and challenges of the Commissions, each Commission shall submit annually to the City Council a report that includes, at a minimum, the Commission's meeting dates, an attendance sheet, a summary of the Commission's accomplishments in the past 12 months and goals for the next 12 months, and the Commission members' compliance with the Fair Political Practices Act and its Ethics training requirements.

Annually, the City Council would conduct a Joint Meeting with the Commission for the purposes of discussing the annual report and the Commission's progress and challenges in meeting its goals and objectives.


### **FISCAL IMPACT:**

The ongoing fiscal impact of the changes proposed includes the costs related to the creation, routine review and update, and printing of the Commissioner Handbook; the purchase of recognition plaques; and ongoing training. The estimated annual cost is \$3,500.

### **CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.

Respectfully submitted,



Andrea M. Miller  
City Manager

### **ATTACHMENT:**

Attachment A: 2016 Local Appointments List





## CITY OF COVINA Local Appointments List

Notice of Board, Commission and Committee Appointments  
Pursuant to Government Code Section 54972

# 2016

The City of Covina encourages residents to apply for positions on City Commissions, Committees and Boards that will have vacancies in the year 2016. Each member of a city commission shall serve at the pleasure of the City Council. Residents interested in openings must file an Application which may be obtained at the City Clerk's Office or on the City's website: [covinaca.gov](http://covinaca.gov).

In compliance with the requirements of the Maddy Act, Government Code 54970, the following appointment list is posted on an annual basis by December 31<sup>st</sup>. It shows all currently-appointed members of City Boards, Commissions, and Committees appointed by the City Council and the dates of their terms of office as of the time of this posting.

### **BOARD OF APPEALS** (2-year term; appointed by City Council) Meets as needed.

The Board of Appeals consists of three members, who are members of the Planning Commission of the City of Covina. This Board considers appeals of orders, decisions, or determinations made by the hearing officer (designated by the public works director or his/her designee), limited to those enumerated in Section 14.04.160 of the Covina Municipal Code.

Members	Present Term (Four-Year Term)
Charles Hodapp	7/1/2013-6/30/2015
Dan McMeekin	7/1/2013-6/30/2015
Win Patterson	7/1/2013-6/30/2015

Pursuant to the City's conflict-of-interest code, members are required to file a Statement of Economic Interests (Form 700). Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.

### **CULTURAL ARTS ADVISORY COMMISSION** (Committee currently suspended.)

### **FINANCE ADVISORY COMMITTEE** (4-year term; appointed by City Council)

Meets 2<sup>nd</sup> Wednesday of July and November and other months as needed, Council Chamber Conference Room, 125 E. College Street, Covina – 7:00 p.m.

The Finance Advisory Committee consists of up to seven members and two alternates, who may be residents, property owners, business owners, students, and individuals who are employed in the City of Covina. This committee advises the City Council on finance-related policies and issues, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs.

Members	Present Term (Four-Year Term)
Mark Cook	7/1/2012-6/30/2016
Diane Fonseca	7/1/2012-6/30/2016
Tom Melendrez	7/1/2012-6/30/2016
Geoff Cobbett	7/1/2014-6/30/2018
Claudia Casasolan	7/1/2014-6/30/2018
Richard Jett	7/1/2014-6/30/2018
Kay Manning	7/1/2014-6/30/2018
Vacant (Alternate)	7/1/2014-6/30/2018
Vacant (Alternate)	7/1/2014-6/30/2018

Pursuant to the City's conflict-of-interest code, members are required to file a Statement of Economic Interests (Form 700). Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.

**HISTORIC PRESERVATION BOARD** (4-year term; appointed by City Council)

Meets 2<sup>nd</sup> Tuesday of January, April, July, and October, Council Chamber, 125 E. College Street, Covina – 7:00 p.m.

The Historic Preservation Board consists of seven members. Five of the members are the Planning Commissioners appointed by the City Council. The two remaining positions are selected from professional persons who have special knowledge in architecture, historic preservation, planning, contracting, archeology or building restoration; or who demonstrate interest or knowledge in historic preservation. It is preferred that members reside, own property or operate a business in Covina. This Board promotes historic preservation and reviews nominations; creates procedures to voluntarily nominate historic landmarks or structures of merit; and establishes procedures to consider requests for significant modification of a historic structure that has been previously designated.

Members	Present Term (3-Year Term)
Dan McMeekin	7/1/2011-6/30/2015
Brad Manning	7/1/2011-6/30/2015
Charles Hodapp	7/1/2012-6/30/2016
John Connors	7/1/2012-6/30/2016
Vacant	7/1/2012-6/30/2016
Vacant	7/1/2013-6/30/2017

Pursuant to the City's conflict-of-interest code, members are required to file a Statement of Economic Interests (Form 700). Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.

**LIBRARY BOARD OF TRUSTEES** (3-year term; appointed by Mayor with City Council ratification)

Meets 2<sup>nd</sup> Tuesday of each month, Upstairs Conference Room, Covina Public Library, 234 N. Second Avenue, Covina – 7:00 p.m.

The Library Board of Trustees consists of five members who must be Covina residents; library or education experience is desirable. The main function of the Board is to solicit the views of the community and advise the Director about the policies and operations of the Library. The Board may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the Library under its management, and all property belonging thereto.

Members	Present Term (3-Year Term)
Jimmy Roman	7/1/2013-6/30/2016
Charles Kemp	7/1/2013-6/30/2016
Jeanne McCabe	7/1/2014-6/30/2017
Bill Stoskopf	7/1/2014-6/30/2017
Vacant	7/1/2015-6/30/2018

Pursuant to the City's conflict-of-interest code, members are required to file a Statement of Economic Interests (Form 700). Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.

**PARKING PLACE COMMISSION** (Committee currently suspended.)**PERSONNEL ADVISORY BOARD** (4-year term; appointed by City Council)

Meets only upon occasion of certain grievances filed by employees of the city, Council Chamber, 125 E. College Street, Covina, at a time to be determined by the Chairman.

The Personnel Advisory Board consists of five members who must be residents of the city and cannot hold a salaried position with the city. Duties are established by Covina Municipal Code Section 2.36.040; however, the scope of the assignment is limited by the Personnel Rules, under which the Board shall hear appeals of Type II Grievances resulting from disciplinary actions including, but not limited to, suspension, demotion or termination.

Members	Present Term (3-Year Term)
Kevin Radar	7/1/2011-6/30/2015
Leona Ramirez	7/1/2011-6/30/2015

Vacant	7/1/2013-6/30/2017
Jacqueline Rodarte	7/1/2014-6/30/2018
Vacant	7/1/2015-6/30/2019

*Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.*

**PLANNING COMMISSION** (4-year term; appointed by City Council)

Meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, Council Chamber, 125 E. College Street, Covina – 7:30 p.m.

The Planning Commission is established by State Government Code 65100 and its organization is provided by Covina Municipal Code Section 2.28.010. It is composed of five members who must be residents within the City; land-use development and/or architectural background is desirable. Duties include, but are not limited to, the conduct of hearings relating to variances, conditional-use permits, zoning regulations, the review of the General Plan, the conduct of studies, and other duties as required or authorized.

Members	Present Term (4-Year Term)
Brad Manning	7/1/2011-6/30/2015
Dan McMeekin	7/1/2011-6/30/2015
John Connors	7/1/2012-6/30/2016
Charles Hodapp	7/1/2013-6/30/2017
Win Patterson	7/1/2013-6/30/2017

*Pursuant to Government Code Section 87200-87210, members are required to file a Statement of Economic Interests (Form 700). Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.*

**TRAFFIC ADVISORY BOARD** (3-year term; appointed by City Council)

Meets 2<sup>nd</sup> Tuesday, Council Chamber, 125 E. College Street, Covina – 8:00 a.m.

The Traffic Advisory Board consists of seven members chosen from the following: one representative from the Covina-Valley Unified School District, one representative from the Charter Oak Unified School District, one representative from the Chamber of Commerce (Business Community) one resident with traffic engineering experience (desirable) and three representatives from city residents-at-large. The Board serves in an advisory capacity to the City Council and investigates requests for speed limit controls, traffic signing, crosswalk locations as well as assisting the City in conveying information to the public concerning traffic safety programs.

Members	Present Term (Three-Year Term)
Kay Manning	7/1/2012-6/30/2015
Thomas Melendrez	7/1/2012-6/30/2015
Geoff Cobbett	7/1/2014-6/30/2017
Vacant	7/1/2014-6/30/2017
Vacant	7/1/2014-6/30/2017
Vacant	7/1/2015-6/30/2018
Vacant	7/1/2015-6/30/2018

*Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.*

**YOUTH ACCOUNTABILITY BOARD** (2-year term; appointed by City Council)

Meets bi-monthly, during evening hours, overseen by Police Department.

The Youth Accountability Board consists of six members who must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense. Residency in Covina is not required; residency or workplace in Covina and graduation from the Covina Police Department Citizens' Academy are highly desirable. Board members are subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the Board.

Members	Present Term (Two-Year Term)
Bill Prescott (Member)	7/1/2013-6/30/2015
Anita White (Member)	7/1/2013-6/30/2015
Kay Manning (Member)	7/1/2014-6/30/2016
Henry Medina (Member)	7/1/2014-6/30/2016
Roxanne Medina (Member)	7/1/2014-6/30/2016
Vacant (Member)	7/1/2015-6/30/2017
Audrey Connor (Alternate)	7/1/2013-6/30/2015
Vacant (Alternate)	7/1/2015-6/30/2017

Members are required to complete AB1234 Ethics Training within one year of appointment and every two years thereafter. Pursuant to Resolution No. 09-6748, members must adhere to the City's Code of Conduct.

Names on this list are subject to change based on term expirations and resignations that occur during the year.

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing *Commissions Local Appointments List* was prepared pursuant to provisions of Government Code Section 54972 and posted in a bulletin board outside City Hall, 125 E. College Street, Covina, at the Covina Public Library, 234 N. Second Avenue, Covina; and at the Joslyn Center, 150 S. Glendora Avenue; and on the City's website by Thursday, December 31, 2015.

Dated this 31st day of December, 2015.

Sharon F. Clark, CMC  
Chief Deputy City Clerk  
City of Covina

Posting:

City Hall

Joslyn Senior Center

Library

**THIS PAGE LEFT INTENTIONALLY BLANK**